

COLLEGE of CHARLESTON

OFFICIAL POLICY

7.8.4

Senior Administrator Returning to a Faculty Position 03/30/23

Policy Statement

A College of Charleston 12-month senior administrator with a concurrent faculty appointment may transition to a full-time nine-month position as a member of the College faculty in accordance with this policy and the letter of appointment for the administrative position.

Policy Manager and Responsible Department or Office

Executive Vice President for Academic Affairs and Provost

Policy

Purpose of policy

This policy addresses the terms and conditions which govern the transition to a faculty position upon completion of a senior administrator appointment, including voluntary election and termination or non-renewal of a senior administrator without cause.

Scope

This policy applies to senior administrators and deans of the university, including but not limited to senior administrators as the President may from time to time select.

Faculty status for senior administrators

- (1) Employees who are recruited by the College to serve exclusively or primarily in a 12-month senior administrator position may also be granted an appointment at academic rank in the department, or where appropriate, school of their discipline. They may also be hired with or apply for tenure in that faculty position.
- (2) Faculty members of the College of Charleston who assume senior administrator positions within the College will retain an academic appointment with tenure in the department or school in which they have been granted tenure.
- (3) Upon completion of the administrative assignment, voluntary election to move to faculty status, or termination or non-renewal without cause, the appointee may assume a faculty position in a department that will be determined in consultation with the President or Provost, as appropriate, the Dean, and Department Chair(s).

Salary upon return to faculty appointment

- (1) Beginning May 1, 2023, with any new senior administrator appointment carrying faculty status, the associated 9-month faculty salary (for stepping back to a faculty appointment) must be established at the time of the administrative appointment. This 9-month faculty salary must be approved by the President or Provost. The 12-month senior administrator salary is not a factor in determining this 9-month faculty salary. In most cases, the 9-month faculty salary will not exceed the highest 9-month faculty salary in the appointee's discipline at the College of Charleston.
- (2) After a former senior administrator assumes a faculty position, the faculty member will be eligible for merit and equity adjustments consistent with College policies.
- (3) Salary funding for the senior administrator in their faculty role will be provided based on a determination made by the Provost and the President.

Transition support

The provision of other resources, such as research support or funding for professional development activities, may be considered. Such support will be consistent with that provided incoming faculty of similar rank and length of service and will be funded by the school or department.

Leaves

Senior administrators assuming a faculty position may be granted a sabbatical under the existing sabbatical pay practices and policies to resume scholarly activities and permit the former administrator to prepare for the faculty assignment. Length of service and submission of a viable sabbatical plan / proposal may be a factor in determining whether a sabbatical is provided. In the event said person does not return to the faculty and serve at least two semesters subsequent to the sabbatical, the amount paid for the sabbatical leave must be repaid to the university.

Exceptions

The President may grant exceptions to this policy. Such exceptions will be in writing at the time of appointment.

Any senior administrator with an existing letter of appointment fully executed prior to May 1, 2023, will have the provisions of their appointment honored. This policy applies to new senior administrator appointments effective May 1, 2023, or thereafter.

Departments/Offices Affected by the Policy

All departments/offices.

Procedures Related to the Policy

Related Policies, Documents or Forms

Issue Date: 03/30/2023

Date of Policy Revision: 03/30/2023

Next Review Date: 03/30/2028

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 7.8.4

President or

Chairman, Board of Trustees _____

Date: _____